

Big Bend Community Based Care Policy & Procedure

Series: 1100: Human Resources

Policy Name: Job Descriptions

Policy Number: 1111

Origination Date: 02/17/2009

Revised: Board Meeting of 12/13/2018

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to ensure complete communication pertaining to job functions and job qualifications.

Procedure

- A. BBCBC will have a written job description for each position that clearly states the position's responsibilities and minimum qualifications.
- B. BBCBC will recruit and select candidates for positions based on at least the minimum qualifications as indicated on the job description. Deviation will be rare and is only granted with approval of the CEO.
- C. The job description will be signed by the new employee and immediate supervisor.
- D. The signed copy will be retained in the employee's employment file.
- E. The job description for each position will be reviewed and approved by the CEO or their designee on an annual basis.
 - 1. If changes are made to the job description, a copy provided to the employee affected;
 - 2. The employee will sign the updated job and return the document to be filed in their employment file.